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Report For Week Ending 15 July 1958

From

Records Center

During the week the following accessions were made:

| | |
|-----------------------|--------------------|
| OO | 6 Cu. Ft. |
| ORR | 7 " " |
| COMPT | 34 " " |
| OSI | 25 " " |
| Sub-Total: | <u>102 Cu. Ft.</u> |
| Finished Intelligence | 30 " " |
| Total: | <u>132 Cu. Ft.</u> |

| | |
|--------------------------------|-----------------------|
| Map Negatives | 1,177 Cu. Ft. |
| Records Holdings | 24,949 " " |
| Distribution Material Holdings | <u>10,995 " "</u> |
| Total: | <u>37,121 Cu. Ft.</u> |

| | |
|---|--------------------|
| Distribution Material Disposed of at Center | 87 Cu. Ft. |
| Distribution Material Transferred from Center | 18 " " |
| Records Disposed of at Center | 1 " " |
| Records Transferred from Center | <u>0 " "</u> |
| Total: | <u>106 Cu. Ft.</u> |

Accessioning & Disposal

92 assembled boxes were furnished various offices.

The space situation was somewhat relieved by having five sections of 15" shelving erected. ✓

There were 90 cubic feet of document receipts eligible for disposal as the result of the memorandum from Acting Chief, Records Management Staff dated 27 June 1958.

Reference

Procedures have been developed where by the EIC Secretariat will be notified when the stock level of EIC Reports have reached 10 copies. This is in compliance with a memorandum from the ORR Area Records Officer dated 18 June 1958.

Projects

The Center was unable to accomplish any work on any of the outstanding projects.

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News

News An agreement was reached on 15 July 1958 between the Contractor and the Office of Logistics where by the Center can have "beneficial occupancy" of the first floor to the new addition.

Arrangements have been made with DD/P to start moving their records on the 21 July 1958.

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Chief, Records Center

Attachment.

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